

JOB DESCRIPTION

Job Title	Bid Coordinator		
Reports to	Senior Manager, Bids & Client Relations		
Department	Executive Education		
Job Family	Business Services	Level	3

About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

About the Department

The Executive Education department designs and delivers an extensive portfolio of blended open enrolment programmes and custom programmes in online, in person and hybrid formats for ambitious corporations who are transforming their business and investing in their people. Annually, over 8,000 participants attend executive programmes that are taught by many of the world's leading business thinkers. The Executive Education department generates a significant proportion of London Business School's revenues and is central to the School's strategy.

Job Purpose

The Bid Coordinator is responsible for supporting the end-to-end bid process through strong administrative control, coordination, and effective knowledge management. This role plays a key administrative function in ensuring bid activities run efficiently, timelines and submission deadlines are met, and all documentation, records, and workflows are accurately maintained throughout the bid lifecycle.

The Bid Coordinator also supports the production of high-quality, compliant submissions through well-organised content management, structured processes, and proactive administrative support across internal teams and stakeholders.

The Bid Coordinator will have good understanding of the products and services that London Business School offers to be able to direct prospective customers accordingly.

Bid Administration & Coordination:

- Coordinate inputs from cross-functional stakeholders (Client Directors, Solution Designers and commercial/legal teams) to ensure timely and complete responses
- Track bid timelines, milestones, and deliverables, ensuring deadlines are met
- Manage diary coordination for bid activities, including scheduling meetings, review sessions, governance approvals, and submission deadlines
- Organise and coordinate bid calendars, maintaining visibility of key milestones and stakeholder availability
- Manage document control, including versioning, formatting, and consistency across submissions
- Support submission processes, including portal uploads and compliance checks
- Maintain audit trails and support internal governance and approval processes

Delivery and Support

- Support and coordinate correspondents from internal shared inbox
- Responds to requests from all stakeholders, providing information to deliver the understanding they require.
- Supports production of bid material, discussion documents, new business proposals and pitch presentations (written and visual content).
- Contribute to the qualification process for new opportunities through pre-screening to established criteria in a timely manner.
- Liaising with other departments to obtain specific information to inform bids, proposals and pitches, including data protection questionnaires.
- Leads on regular analysis of bid activity. Shares findings with manager and broader team. Implements changes in a timely and effective way.
- Liaises across teams and departments to prepare reports to inform review, planning and decision making.

Knowledge Management & Content Library:

- Own and maintain the bid content library, ensuring materials are accurate, up to date, and easily accessible
- Manage key assets such as case studies, CVs, project references, and standard responses
- Implement consistent tagging, categorisation, and version control of content to improve usability and retrieval
- Identify content gaps and work with subject matter experts to develop new or improved materials
- Drive continuous improvement of the knowledge base to enhance bid efficiency and quality over time

Process Support & Continuous Improvement:

- Support the implementation of bid processes, tools, and best practices
- Identify opportunities to improve efficiency, consistency, and compliance within the bid function
- Assist in lessons learned and feedback loops post-submission to strengthen future responses

Knowledge/Qualifications/Skills/Experience required

Qualifications

- Ideally degree qualified in a relevant subject, or equivalent experience
- Minimum 3+ years' experience supporting bids, proposals and procurement activities
- Experience supporting scheduling, diary coordination, and the organisation of meetings and bid activities across multiple stakeholders

Experience

- Ability to anticipate, plan and meet multiple deadlines under pressure
- Strong organisational and administrative skills with high attention to detail
- Experience managing documents, content libraries, or knowledge management systems
- Ability to coordinate multiple stakeholders and manage competing deadlines
- Proficiency in Microsoft Office (Word, PowerPoint, Excel) and document management tools
- Strong written and verbal communication skills
- Understanding of procurement processes and tender requirements
- Previous experience in a bid, proposal, or sales support environment

Resources including team management

- N/A

Staff	
Budgets	Level 3
Date Updated	13/05/2026